



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY16-80		
Business Title: Building Custodian		State Classification: Custodian II-III (TSBVI)
Salary Group: A06	Salary: (1,725.50 - \$2,769.08)/ Month	Hours/Week: (Day shift- 7:00 am – 4:00 pm) (Night 3:00 pm – 11:30 pm)
Location: Texas School for the Blind		
Posting Date: 07/19/2016	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open Until Filled	Shift Differential: Evening shift- 5%	Openings: 3
Division: Planning and Real Estate Management		Program: Custodial and Recycling

*Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY:

Performs moderately complex (journey-level) custodial work and is responsible for the proper cleanliness and sanitation of the assigned work area. Work involves cleaning and caring for state buildings, schools and premises. Receives instruction in both written and oral form. Work is inspected frequently by supervisors for conformance with established standards. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Performs custodial functions such as sweeping, mopping, and dusting.
- Performs restroom maintenance, replenishing supplies and applying cleaning chemicals as appropriate.
- Performs floor waxing, stripping, buffing and carpet maintenance.
- Operation of powered floor equipment.
- Cleans furniture, walls, windows, floors, and empties trash.
- Sweeps and mops stairwells and cleans elevators.
- Moving of furniture and other items as needed.
- May assist with event preparation and setup.
- May remove soiled linens and make beds.
- Clean appliances.
- Remove trash and recycling, including replacing trash liners.
- Cleans chalk and marker boards.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- One (1) year of experience in custodial or general maintenance work in a school, office or similar facility.
- Graduation from a standard senior high school or completion of GED preferred.
- Knowledgeable and skilled at operating floor maintenance equipment including buffers, strippers, vacuums, and extractors preferred.
- Education and experience may be substituted for one another on a year-for-year basis.
- Ability to communicate, understand and follow written and oral instructions in English.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of cleaning techniques and procedures; and of inventory control principles and methods.



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- Skill in the use of custodial materials and chemicals; in the operation of custodial equipment; and in the use of building maintenance tools and equipment.
- Ability to follow safety policies and procedures.
- Ability to understand and follow written and oral instructions.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position requires the ability to stoop, bend, lift and stand for prolonged periods of time. Must be able to move 40lbs.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of SN Seaman, 3372 Marine Aide, BA200 Enlisted Aide or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Custodial.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: Job Posting ID 5156716

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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